

# CONNECTICUT MARKETING AUTHORITY

## DRAFT Minutes of Meeting

March 28, 2013, 1:11 pm  
101 Reserve Road, Hartford, CT 06114

**MEMBERS PRESENT:** Chairman Stephen K. Reviczky; Joseph Ruffini, David Morse, Bruce Benedict, Alexis Gazy and Frank Musto.

**ALSO PRESENT:** For the Department of Agriculture – Joseph J. Dippel, Richard J. Macsuga, Mark Zotti, Lance P. Shannon, Ivette Delgado and Mark Brodeur; and Others – Michael Flanagan and Steve Slipchinsky .

- I. **Call to Order:** Chairman Reviczky called the meeting to order at 1:11 pm.
- II. **Minutes:** The minutes of the December 12, 2012 Meeting of the Connecticut Marketing Authority (“CMA”) were distributed. A motion to accept the minutes as distributed was made (Morse) and seconded (Musto). There being no discussion, the motion passed unanimously.
- III. **Chairman’s Report:**
  - A. Master Plan for CT Regional Market (the “Market”).
    1. A Request For Proposals (“RFP”) was issued. Four bidders were interviewed. A Portland, Maine company, Market Ventures was the successful bidder. They have done markets for other states.
    2. The Department of Construction Services is negotiating the contract with Market Ventures.
    3. It is expected that the Master Plan will be ready in approximately 11 months.
  - B. Roof Repairs.
    1. A RFP went out for the repair work that is expected to last 5-10 years. There were 25 bidders, with the winner coming in at \$800,000.00.
    2. The project was not put on the agenda for the last Bond Commission (“Commission”) meeting. The next Commission meeting is set for April. We will have to wait to see if the repairs make the agenda.
  - C. Right of Way.
    1. The Market needs another means of ingress and egress.
    2. Appraisals are under way, and Chairman Reviczky will be talking with NE Utilities.
  - D. Chairman Reviczky mentioned that Hartford Mayor Pedro E. Segarra and staff visited the CT Regional Market a few weeks ago. It was the mayor’s first official visit to the Market.
- IV. **Director’s Report:** Executive Director Dippel presented the following;
  - A. Wholesale Leases.
    1. New 3-year stall leases have gone out to the tenants. Approximately ½ of them have been returned.
    2. Increased rents have gone into effect.
  - B. Budget. Mr. Dippel provided a Regional Market Revenues handout (dated 3/12/2013) and an Income/Expense Report and a list of Expenses (through 2/28/2013).
  - C. Short Term Investment Fund.
    1. The balance of the Short Term Investment Fund account (“STIF Account”) was \$858,721.39 on 2/28/2013.
    2. \$130,000.00 came out of the STIF Account in February to meet a deficit.
  - D. A RFP was issued for the Market’s rail line contract. The term will be for 4 years.

- E. The State Properties Review Board (“SPRB”) visited the Market on 3/13/2013. They saw and met with many of the tenants. The SPRB reviews and must approve all of the signed leases for the Market.
- F. Notes:
  - 1. A catch basin fell in about 1 month ago. The Market is looking to fix the problem as soon as possible.
  - 2. The Market’s payloador is getting old. A new model would cost approximately \$137,000.00.
- G. The security staff and maintainers were given some training recently on diffusing situations.

**V. New Business.**

- A. Farmer’s Market.
  - 1. A new application has been drafted.
  - 2. Temporary Use Agreements, not leases, are being offered.
    - a. These new Temporary Use Agreements shall be for a period of 1 year.
    - b. The 1 year period will be floating rather than fixed.
- B. A motion to “Add the acquisition of a payloador and the review of the Farmer’s Market guidelines & fees to the agenda” was made (Morse) and seconded (Benedict). There being no discussion, the motion passed unanimously.
- C. Motion. A motion to “Authorize the acquisition of a payloador up to \$137,000.00” was made (Gazy) and seconded (Morse). There being no discussion, the motion passed unanimously.
- D. Motion. A motion to “Adopt the recently updated Farmer’s Market Application, including fees for 2013, with the proviso that both be reviewed prior to accepting 2014 applications” was made (Benedict) and seconded (Musto). Following discussion, the motion passed unanimously.
- E. Office Leases.
  - 1. Across the board 10% increases in rent have been proposed and bills have gone out.
  - 2. Motion. A motion to “Ratify the increase of office rents by ten percent (10%) and continue the month to month tenancies” was made (Morse) and seconded (Gazy). Mr. Musto recused himself. There being no discussion, the motion carried.
- F. M & M Wine Grape Company, LLC Request.
  - 1. Mr. Musto asked that M & M Wine Grape Company, LLC be allowed to make improvements to the exterior of stall nos. B-15, B-16 & B-17.
  - 2. Motion. A motion to “Add M & M Wine Grape Company, LLC’s request to make improvements to the exterior of stall nos. B-15, B-16 & B-17 to the agenda” was made (Morse) and seconded (Benedict). Following discussion, the motion carried (Musto abstained).
  - 3. Motion. A motion to “Approve the request of M & M Wine Grape Company, LLC to affix a decorative plastic wrap of faux stone to the exterior of stall nos. B-15, B-16 & B-17” was made (Morse) and seconded (Benedict). Discussion ensued, with Mr. Musto providing a sketch of the proposed exterior wrap for the units. The motion carried (Musto abstained).

**VI. Adjourn.**

- A. There being no further business. A motion to adjourn was made & seconded (unanimous).

Respectfully submitted: Lance P. Shannon

Date: April 2, 2013.